

**Common Course Outline**  
**OFAD 262**  
**Administrative Project Management**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Course Description**

OFAD 262 – 3 Credits – Administrative Project Management provides a capstone experience in the Office Administration program. This course offers both a theoretical and a practical hands-on approach to managing complex business projects. Students learn the life cycle of a project and develop essential skills to define the critical path of a project. Students integrate transcription, spreadsheet, text-editing, presentation, transcription, and project management software skills to develop and track a comprehensive team-based project.

**3 credits: 2 lecture, 2 lab hours**

**Prerequisites: ENGL 101, OFAD 110 or OFAD 146, OFAD 160, OFAD 228, and OFAD 246**

**Corequisite: OFAD 250**

**Overall Course Objectives**

Upon successful completion of this course, students will be able to:

1. define key project management terms;
2. describe the roles of tasks, timing, and resources in a project;
3. establish tasks and task duration;
4. describe the major phases of a project;
5. contrast baseline project data and actual project data;
6. analyze project parameters;
7. perform a project risk assessment;
8. track a project utilizing Gantt Chart and Network Diagram views;
9. modify the scope and timeline of a project;

10. assign costs to project tasks;
11. generate standard reports in Microsoft Project;
12. design and develop a multiphase business project; and
13. integrate a variety of software applications to improve project workflow.

## **Major Topics**

- I. The Elements of a Project
  - A. Definition of a project
  - B. Role of projects in the organization
  - C. Project life cycle
  - D. Variable nature of a project
- II. Project Basics
  - A. Determining the business need
  - B. Defining the project scope
  - C. Determining completion criteria, expectations, and roles
- III. Planning and Risk Analysis
  - A. Performing a risk analysis
  - B. Planning for change
  - C. Identifying budgetary and time constraints
  - D. Building communication strategy
- IV. Estimating Costs
  - A. Value of estimating
  - B. Three levels of estimating
  - C. Creating a cost estimate
  - D. Assigning fixed costs
- V. Working with Project Tasks
  - A. Determining task type
  - B. Setting up task calendars
  - C. Creating milestone tasks
  - D. Creating recurring tasks
- VI. Creating a Project Structure
  - A. Defining tasks and subtasks
  - B. Understanding task relationships
- VII. Establishing Time to Task Relationships
  - A. Understanding dependency types
  - B. Viewing the critical path
  - C. Modifying the critical path
  - D. Building in slack
- VIII. Creating Resources
  - A. Understanding resource types
  - B. Determining resource cost and availability
  - C. Allowing for cost changes

- IX. Assigning Resources
  - A. Assigning a project task
  - B. Assigning resources to tasks
  - C. Modifying resource assignments

### **Course Requirements**

Grading: Grading procedures will be determined by the individual faculty member but will include the following minimum requirements:

1. A minimum of 2 exams on Microsoft Project software and project theory
2. One team-based, comprehensive project utilizing intermediate-level features of Microsoft Project, Excel, Word, and PowerPoint software; must also incorporate transcription skills, records management skills, and written and oral communication skills
3. Final project presentation, which must include a PowerPoint team presentation
4. Project binder
5. Oral presentation at spring OFAD Advisory Board Meeting

### **Other Course Information**

This course is an Office Administration program requirement. This course is taught in a computerized environment.

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.